

MADERA COUNTY

ROAD COMMISSIONER

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the functions, operations, and programs of the Road Department; to provide advice and consultation to the Board of Supervisors on road maintenance and construction issues; to coordinate department transportation planning efforts and activities; to serve as County Traffic Engineer; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, maintenance, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Road Department; performs traffic engineering functions; selects, directs, supervises, trains, and evaluates assigned staff; determines priorities for road projects and improvements; estimates staff hours, equipment costs, and materials costs for road maintenance and construction projects; reviews completed work and work in progress for adherence to proper work standards; develops and administers assigned budgets, prepares budget requests, and controls expenditures; oversees the preparation of and prepares reports and presentations on assigned functions and activities; directs the maintenance of Department related records; prepares a variety of reports on Road Department activities; prepares departmental budget requests and controls expenditures; investigates complaints from the public regarding hazardous road conditions or activities of road crews and takes appropriate action; coordinates work projects and use of heavy equipment; confers with subordinate supervisors and other Department staff on injury accidents and safety hazards; provides technical engineering input for road and bridge work; reviews bids and provides input on their acceptance; coordinates departmental transportation planning efforts and activities; plans and coordinates the repair of heavy equipment, trucks, and department cars; represents the Road Department to the public, community organizations, other government agencies and at the Board of Supervisor's and Planning Commission meetings; participates on a variety of boards, committees, and commissions; attends and participates in professional group meetings.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of a road construction, maintenance, and repair program.

Principles and techniques of management and program administration.

Principles of civil engineering applicable to the design, construction, and maintenance of roads, highways, and bridges.

Methods, equipment, and materials used in road construction, maintenance and repair.

Madera County
Road Commissioner (Continued)

Knowledge of:

Principles and practices of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations including those governing the maintenance, repair, and posting of County roads.
Methods used to estimate costs for road maintenance and construction projects.
Capabilities, operation, and maintenance of light and heavy road construction equipment.
Principles and practices of budget development, preparation, and expenditure control.
Safe work practices and safety standards.
Principles of traffic engineering.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Road Department.
Supervise, train, and evaluate the work of assigned staff.
Oversee the performance of land surveying tasks.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Understand and interpret engineering plans and specifications.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Prepare and present accurate and comprehensive reports and recommendations.
Develop and prepare an assigned budget and control expenditures.
Prepare clear and concise reports.
Understand and resolve complex engineering problems.
Effectively represent the Road Department to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional engineering experience in road construction, maintenance, and repair work including three years of management and supervisory experience.

Madera County
Road Commissioner (Continued)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration, or a related field.

License or Certificate:

Possession of registration as a Civil Engineer in the State of California.
Possession of registration as a Land Surveyor in the State of California.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs.; some exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995